



Vienna Youth Incorporated

Team Manager Guide


Version 1.0

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1.0 Team Manager Duties

The Team Manager, as assigned by the head coach is responsible for updating team information on the team's website. This information includes parent and player contact information, addresses, game and practice schedules, documents, messages, adding pictures and albums, and updating facilities.

While navigating through the site, you may encounter items that are not covered in this guide. In most cases help is available by clicking either the Site Manual link while logged in as the Team Manager or by clicking the 's which are located throughout the site.

Internet Explorer is required to complete Team Manager tasks.

1.1 General Password Information

Two passwords, the Roster Password and the Team Manager Password, are available for each team.

1.2 Roster Password

- If you are opening the roster directly from your team page you will be prompted for the password (to be provided to the coach by site administrator or commissioner).
- If you have family and friends who want to enter the site and see the roster, you may give them the roster password which will allow access to the team roster.
- A sport may decide to assign a single password for rosters. In this case, all team rosters will be viewable by all that provide the password. This is the only password you should handout. If you have given out the Team's Manager Password, please request a new one from admin@vyi.org.

1.3 Team Manager/Coach's Password

- The manager's password is necessary when you access the website and choose the **Admin** tab to edit your roster to add or correct family contact information, change your schedule, add documents, pictures, etc. Enter your first and last name for the Login. When you log on, the Administer menu appears on the left.
- To edit roster info you will need to go back to the **Team** tab after logging in as the Admin. Parent and player records will be editable at this point. If they are not, retry the Admin login process.
- The schedule is updated with the same Team Manager password. If the manager or scheduling duty is shared or is assigned to another parent, the

password should be shared with that parent only. Please do not give out this team Manager Password to anyone except those on your team who require it. Anyone with this password can delete/modify your calendar and change player data.

- The team Manager Password must be entered in correct case, it is case-sensitive. This is a common oversight.

2.0 Adding and Correcting Parent Records

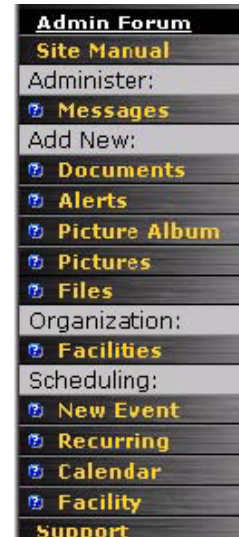
Your team password will allow you access to change or correct player records and add and correct parent records contact information.

Under normal circumstances, parent records are already entered in the system.

NOTE: Team Managers do not have sufficient login privileges to add or delete player records from their roster. This can only be done by the Site or Sport Administrator. Team Managers cannot assign teams or positions to a player or parent record (Coach, Assistant Coach, Manager, and Player). These assignments are normally done by the Sport Administrator, but may also be completed by the Site Administrator.

2.1 General Information Regarding Parent Records

- If a player that is assigned to your roster does not have at least one parent listed, then you will need to add a parent record and assign the child to the parent.
- Parent records are added to or created from player records. Do not create parent records for players not listed on your website roster, wait until the roster has been updated with the player record.
- The team Manager is responsible for creating missing parent records, adding parents to player records and correcting and updating contact information.
- Please correct misspellings (names are case sensitive when sorting, use same case for parents and player), adjust contact information and add new parent records where necessary, etc. Do not change the names on records except to correct them.
- If you need to change a player's or parent's name, please inform the Site Administrator at admin@vyi.org, as there may be other areas of the site that require updating.



Typical Team Admin Menu

2.2 Add Parent to Player Record

2.2.1 Verify Parent Does Not Exist In System

Before you create a new parent, save yourself some effort and verify that a record for that parent does not already exist. If they were in VYI last year, or had another child in VYI, they may already exist.

1. Open the player's record and locate the fields for Guardians
2. Use the drop down boxes to locate the parent. (Type the first initial to go directly to that section of the list.)
3. If they exist select them; if not, you will need to create them.

2.2.2 Add a Second Parent

If there is one parent assigned to the participant and you would like to add a second one; create a new parent record from an existing parent record.

1. Open the one parent,
2. Go to the bottom of the record and use the CLONE button, which duplicates everything except the first name. Enter the first name and correct any contact information.
3. Use the submit button at the bottom of the form to save the record.
4. Once this record is created, open the player's record and locate the second field for Guardians.
5. Use the drop down box to locate the parent you just created and select them, then save the record.

2.2.3 Add a New Parent Where None Exist

Where a parent does not exist, you must create a record and assign it to the player.

Clone each parent from the player's record.

1. Open the players record,
2. Go to the bottom of the record and use the CLONE button, which duplicates everything except the first name.
3. Enter the correct first name and change the Type to Parent, correct any contact information necessary. Use the submit button at the bottom of the form to save the record.

4. Once this record is created, go back and open the player's record and clone the other parent.



5. Once both records are created, open the player's record and locate the first and second fields for Guardians. Use the drop down box to locate the parents you just created and select them, then save the record. Use the submit button at the bottom of the form to save the record.

3.0 Email Addresses

Email addresses are a key component of the member's profile. All league, sport, and team communications will be done through emails, so it is important that it is entered correctly and that all contact email addresses are in the system.

It is recommended that you enter each parent's email address(es) and enter the family's primary email address on the player's record as well – assuming that the player does not have their own email address. If parents share the same email address, it is only necessary to enter it on one parent record.

You may enter multiple email addresses per member by inserting a comma between addresses.

4.0 Scheduling Events

If the site's scheduling capabilities are used for scheduling games/meets, most sports will likely have the Site or Sport Administrator enter all of the official league/sport schedules.

Typically, the only games that should be scheduled by Team Managers are Preseason, Scrimmages, Practices, etc.

4.1 *General Scheduling Information*

New events are entered from the Admin area of the site. Log on with your Team Manager's password.

Events such as team parties and non-game events should be entered using the General Events link and games should be entered using the Games link on the Admin menu. These links may not be available, as it is up to your sport administrator as to whether this option will be provided to Team Managers.

4.2 *General Events*

1. Click the General Events link

2. Enter a Start Date and Start Time. You may use the calendar popup to select the start date. You may enter the time in several formats including, but not limited to military (i.e. 1700), and normal AM/PM format (i.e. 5:00pm).
3. Enter an End Date and End Time. You may skip the End Date field if the end date is the same day, and you may skip the End Time if there is no designated end time. All other rules are as the Start Date and Time.
4. Enter a Title for the event. For example, Team Party at the McMeana's.
5. Enter a Description. For example, Location: Neighbor's Restaurant.
6. Under "Applies To:" your team name should already be selected. Please do not select any other teams unless you have the permission of that team's Team Manager or the Site or Sport Administrator.
7. You may enter Recurrence information using the wizard at the bottom of the form. For further instructions reference the Site Manual link on the left menu.

4.3 Games

Please use caution when scheduling games.


To enter an event such as games, practices, tournaments, etc., use the options under the Scheduling heading. Here you have the choice of a single event (depending on sport, it is usually listed as New Game) or a recurring event (depending on sport, it is usually listed as Recurring Games).

4.3.1 Recurring event (May be listed as Recurring Games, Recurring Meets, etc.)

Any event which happens more than 2 times in a pattern can be entered as a recurring event. If you have practices every other Thursday, or Saturday, etc, these can be entered easily and quickly as recurring events.

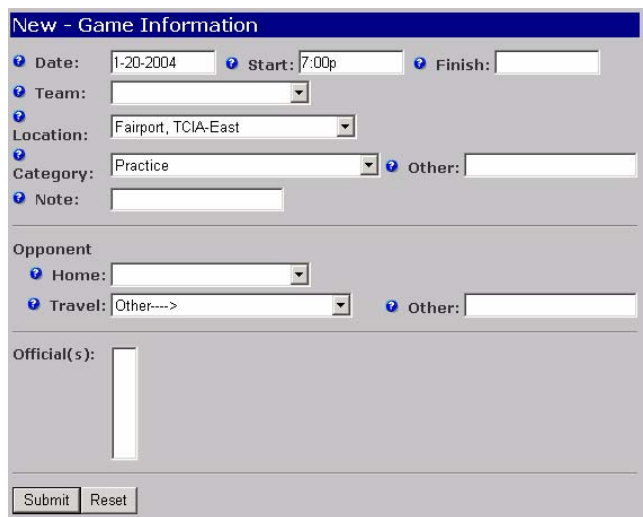
If you add a recurring event and select every day for a month you will have many calendar documents to remove, so be careful. Removing events is most conveniently accomplished in the Calendar section of the Scheduling heading which displays events in 1 week increments.

To enter a recurring event, do the following:

1. Click the link for Recurring Event.
2. Complete the form as indicated. If you are unsure of how to complete a field, click the  to view the field specific online help.

4.3.2 Single event (May be listed as New Event, New Game, New Meet, etc.)

- To add single game/practice/etc. (do not use for Team Parties, etc.) events use the New Event option under the Scheduling heading. Complete the form and click submit.
- Teams can add games and practices to their schedule which include other teams. This must be done carefully.
- The team which creates the event and lists themselves as Team - owns the event. If another VYI team is listed as an opponent on



your event and the event is designated as a regular season event (as opposed to a Tournament, Practice, Scrimmage, etc.), the event will display in each of your results. The event will appear on both teams' calendars, no matter the category of event.

- While this can make games easier to manage, it should not be used for scheduling practices against other league teams. Teams will reschedule practices and to avoid confusion these should not list the other team in the opponent area.

4.4 Changing/Correcting Schedules

Calendar changes are easier to manage via the Admin menu as opposed to the Teams and Schedules menu. Events which are past cannot be accessed any other way. Go to the Calendar section of the Scheduling heading. This displays events in 1 week increments. Select the week of the event and walk thru the schedule to the necessary event. You will find the event is editable here.

5.0 Facilities

Almost every facility already exists in the facilities list.

Please check for existing facilities before you create a new one. You may have to locate the address of the facility to verify you have the correct facility or whether it exists and may be listed under a name you aren't expecting.

Accurate facility names and mailing addresses ensure that maps work correctly; nicknames and “old” names should not be entered for facilities. Mailing address is the most important factor.

5.1 Add New Facility

To add a new facility:

1. Log in as the Team Manager under the Admin tab.
2. Click the Facilities link under the Organization heading.
3. Verify mailing address.
4. Verify that the facility is not in the current listing. List may be sorted by name or city.
5. Click that “Add” link at the top of the Facilities link.
6. Fill in all fields to ensure mapping functions work. Pasting or uploading a map should not be necessary.

Once added, the new facility will display in the location drop-down boxes on the event scheduling forms.

6.0 Bulletins & Pictures

6.1 Team Bulletins

Team bulletins can be useful for communicating with parents. If the “Email Broadcast:” box is checked, the bulletin will be emailed to the team roster. Please be careful not to send bulletins to other teams. Your team should automatically be highlighted in the “Recipient Team(s):” list.

If your team plans on using the site as the sole source for team communications, you should make this clear to parents and participants. You should also set a deadline of at least 1 hour prior to the scheduled event, for posting any schedule changes/cancellations. If a change or cancellation occurs under this one hour mark, it is recommended that the Coach or Team Manager follow up with phone calls to notify their rosters of the late changes.

To add a bulletin to your team page do the following:

1. Login as the Team Manager
2. Select Messages
3. Select Team Bulletin
4. Complete form, remembering to click the “Email Broadcast:” box if you desire the bulletin to be emailed to the team roster.

- a. You may upload a team photo at this point as well.
 - b. Make sure to set time limits according to the nature of the bulletin.
5. Click the Submit button

6.2 Pictures

We recommend that you do not post identifiable photos of children on the web site unless you have permission from the parent. Do not include a player's full name in the photo caption, or post a photo with a nameplate or other identifier visible. The Site and Sport Administrators will monitor images posted for acceptable content and remove those felt to be inappropriate or too obviously displaying a child's identity.

There are further guidelines/warnings under the Pictures link. To upload pictures one at a time, click the Pictures link and complete the form.

6.3 Picture Album

This feature allows the Team Manager to organize pictures into albums.

1. From the Admin tab select Picture Album
2. Complete the form, making sure to highlight your team in the Team dropdown box, and click the Submit button
 - a. Once the form is submitted, the selected team's menu will thereafter include a 'Pictures' page and menu item.
 - b. You can upload new pictures to the album using the subsequent Picture Information form(s).
 - c. You can also move existing pictures to albums by simply dragging and dropping them onto the album icons that appear for existing albums. NOTE however that dragging and dropping only works with Internet Explorer.

Picture albums can be displayed for either team pages or for the Sport's Pictures page. Do not create an album for the Sport's Pictures page, unless your Sport Administrator has cleared you to do so.

7.0 Documents

The Documents section is intended for document sharing among team members. It may be used for call lists, snack lists, maps, directions, etc. To add a document, simply click the Documents link, add a description, browse to and select the file from your local drive, and click the Submit button. Please do not post documents to other teams unless instructed to do so by the Site or Sport Administrators.

8.0 Do's and Don'ts:

8.1 *Don't Delete Contact Address Information*

- Personal information can be hidden from display on the website if necessary. Each information field offers a “hide” checkbox which can be used to stop the information from displaying on the website.
- If a family asks not to display their family contact information on the website uncheck the check box on that field on each of the records (player & parents).
- Since this information is used for mailings to parents, players, coaches, etc., it is important that the information not be deleted from the records.

8.2 *Don't Combine Parent Member Records*

- For example: Robert/Holly Smith. These should be 2 individual records.
 - If Robert has a son on your team, and is a coach on another team, and you add his wife Holly to his name record, he will show up as Robert/Holly as coach on the other team, or if he's on the Board he shows up as Robert/Holly there too. For this reason all members (parents & players) need to have their own records. All of the positions Robert holds in the organization are listed in Robert's record. There are more positions available than team positions.

8.3 *Don't Enter a New Facility Until You Have Verified Its Full Address*

- Duplicate facility entries are confusing to parents and players who are not familiar with them.
- If facility names are not entered accurately, it may interfere with schedule uploads.

8.4 *DO notify admin@vyi.org of any significant roster changes.*

- The Site or Sport Administrator will check to determine if other changes are required elsewhere in the website.